

KINGSKERSWELL C of E PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BOARD
26 September 2023 - 5.30 PM
(face to face meeting @ school)

Name		Attended	Apologies received	Apologies sanctioned
Revd. Michael Wilkie	MW	YES		
Rachel Miller	RM	YES		
Laura Twamley	LT	YES		
Amy Vine	AV	YES		
Sarah McDonald	SM	YES		
Sam Vine	SV	YES		
Matthew Loosemore /Chair	ML	YES		
Susan Robinson	SR	YES		
Giles Watson	GW	YES		
Adam Devine	AD	YES		
In Attendance				
Louise Lloyd/Clerk	LL	YES		
Karen Strachen	KS	YES		

1.	<p>Welcome, apologies and sanction of apologies.</p> <p>ML opened the meeting, there were no apologies.</p>
2.	<p>Minutes of the FGB Meeting on 11 July 2023</p> <p>Governors reviewed and approved the minutes from the FGB meeting held on 11 July 2023.</p>
3.	<p>Matters Arising from previous meeting</p> <p>a) KS to email Action Plans to individual Governors ACTIONED</p> <p>b) Governor vacancies carried forward to the next meeting. AGENDA ITEM 6</p> <p>c) Update on school development and improvement plan .</p> <p>RM: Teachers are in the process of drawing up new ones, I think our key priorities will not change. Governor ? They weren't surprising enough to change those priorities.</p> <p>RM: No. There were some disappointments in Key Stage 2 some children missed it by one mark. It was quite pleasing as most of the children who had booster maths got over the line. The Yr. 4 multiplication tables check is done on a computer, we realised quite close to the date that some of the children had been practising on a number key board , so their muscle memory was going the other way which took them a bit longer. The pass rate was 25 out of 25, if children had a typo that counted as a wrong answer and the children did not pass. We were in line pretty much apart from reading, writing and maths combined where we were 9% below national.</p> <p>The conversations we had at SLT last week was around changing our mindset regarding which children received additional support . At the moment a lot of support time was given to children who were not anywhere near it, and about not sacrificing those children, but looking at children who were borderline and targeting them .</p>

	<p>Governor ? Clarifying how that works then if key priorities will be the same</p> <p>RM: The subject leaders will decide, and they have put their bids in. The school improvement plan runs from September to September , but the Budget runs from April to April, so what we try and do is get them to do April to April which is why it is coming out now.</p> <p>a) RM to contact external support person (Nick) and arrange a date for HTPM for the end of September 23.</p> <p>RM : Emailed ML with some potential dates . Governors agreed 02.10.23 @ 1.p.m. Membership ML, SR & SV.</p>
4.	<p>Declarations of Interest for Items on the Agenda</p> <p>None received.</p>
5.	<p>a) Election Co Chairs and Vice Chair</p> <p>ML, SM and SR confirmed they would be willing to continue.</p> <p>SM gave advance notice that she would be resigning as Local Authority Governor in July 2024 as she would no longer have a child at the school and hoped that someone would step up during the year and take on the role of Co-Chair.</p> <p>Decision: Governors re: elected ML and SM as Co-Chairs and SR as Vice Chair, term of office would be for one year.</p> <p>b) Staff Governor appointment.</p> <p>LL: LT term of office ends 29.10.23, the Staff Governor role needs to be offered to all staff members. If no one else came forward, LT could continue as Staff Governor, if she wished.</p> <p>c) Appointment of SV as Co-opted Governor.</p> <p>Decision: Governors agreed the appointment of SV as Co-Opted Governor</p>
6.	<p><u>Lead Governor reports</u></p> <p>English July 23 Phonics July 23</p> <p>Lead Governor reports were circulated to all Governors prior to the meeting, no questions were received.</p> <p>Governor comment: The phonics programme got high praise from Ofsted.</p> <p><u>Governor vacancies</u></p> <p>LL : 2 x Foundation Governor & 2 x Parent Governor . LT: offered to advertise the posts in the next newsletter.</p>
7.	<p><u>Annual Housekeeping 2023-24:</u></p> <p>a) Complete annual declaration of business interest forms (hardcopy)</p> <p>Governors signed Register of Business Interests for 2023-24</p> <p>It was agreed that Governors will notify the clerk of any new business interests . Any new business interests will be entered onto the "Summary of Governor Information" table and updated on the on the school website.</p>

	<p>b) Governors to sign to confirm have read KCSiE and completed safeguarding training update.</p> <p>c) Certificates to be emailed to LL</p> <p>ML: Ideally Governors to complete the training this week, the training was easy click through/self-navigate with an assessment at the end.</p> <p>Action Point: Governors to complete safeguarding training update. Carried Forward to the next meeting.</p> <p>d) Review FGB terms of reference</p> <p>Decision: Governors approved the Terms of Reference.</p> <p>e) Agree Lead Governor responsibilities and roles</p> <p>Decision: Governors agreed Lead Governor roles for 2023-2024. Governors agreed to undertake one visit in their subject area before the end of the term, when roles would be reviewed again.</p> <p>Action point: LL to update Lead Governor role document and email to all Governors.</p> <p>Governor ? was there an easier way of arranging Lead Governor visits.</p> <p>KS: Governors could come along to a staff meeting/twilight meeting, first visit catch up on the action plans, then second visit meet with staff spring term before they do their new plans</p> <p>f) Agree membership of first and second committees, HTPM, Pay and Performance Panel/Terms of reference</p> <p>Decision: HTPM – ML, SV and SR – membership of other committees will be fluid dependent upon Governor availability</p> <p>g) Review Governors’ Code of Conduct</p> <p>Decision: Governors approved the Code of Conduct which would be signed by ML on behalf of the Governing board.</p> <p>h) Governor Skills Matrix</p> <p>Decision : Governors agreed to review completion of Governor Skills Matrix in one year when new Governors had joined the board.</p> <p>i) Update Governor Action Plan</p> <p>Governors reviewed and updated the Governor Action plan for 2023-24</p> <p>Action Point: LL to update the Action plan and email to all governors.</p>
8.	<p>Headteacher’s Report</p> <p>RM produced a report for the meeting .</p> <p>Action Point: Data and Pupil Performance Carried Forward to the next meeting,</p>

	<p>Verbal update:</p> <p>Staffing: The new Site Manager had indicated that he did not wish to continue and would be handing in his notice (in circa one month) once he had found alternative employment.</p> <p>Governor ? Because it took a long time to recruit to the posts, gaps potentially started to appear which put more work load on other staff members.</p> <p>Re the Site Manager situation how did this leave the school because the school could not take anyone on until he had left.</p> <p>AV: Technically we cannot advertise until the Site Manager has handed in his notice. I have already spoken to Betterclean to see if we can get the cleaning back with them and will have to readvertise for a caretaker.</p> <p>Governor ? Has the yr. 3 / yr. 4 merger gone smoothly?</p> <p>KS: Teachers have had to work really hard with the curriculum particularly with maths which was a challenge.</p> <p>Governor comment: That was really positive as a lot of parents were grumbling.</p> <p>KS: More work was needed around relationships & split of year groups.</p> <p>Governor comment: Proof will be in the pudding the results/ end of year outcomes and whether the teachers can sustain the effort and the level of work they are putting into it to keep it positive for both groups. The question needs to be asked again in February/March. Also, comparison data for yr3 & yr. 4 from the previous year when they were separate.</p>
9.	<p>ETHOS GROUP</p> <p>TW Visit update was emailed to Governors.</p> <p>Governor ? How do you plot SMSC.</p> <p>LT: we have created a matrix in the past where we map out spirituality, moral , social and cultural . The tricky one for us was spirituality, which was the area that SIAMS would be particularly concerned about. As a school, we share the language of relational spirituality (4 strands): the relationships we develop with ourselves, others, Creation (and beauty), and God/transcendence (something bigger than ourselves). So, when we talk about Jeremiah 29:11 and talk about our vision, everything needs to come off this quote, which is our driver. We follow the teachings/messages/guidance from Jeremiah 29:11. When we first started the SIAMS/SEF, we understand that God has a plan for us – we are created in His image, we are unique and all valued, we have talents. God has a plan for us and as a school we then make that provision/we support our children to have a plan and a future and a hope.</p> <p>KS: Maybe an explanation as to how spirituality was in our school would be helpful for Governors. What do you mean by spirituality?</p> <p>LT: Spirituality is not about church or religion (it's about the relationships we develop).</p> <p>Governor ? It was a moment of awe or wonder, but hard to define.</p> <p>Governor ? Something you see/felt/experienced ; an emotional high that made you feel great.</p> <p>LT: The new SEF talks about all and it involves all us (adults and children). I have just done a questionnaire to staff about the spirituality they feel during collective worship specifically/during collective worship do we use that space well.</p> <p>Governor ? Governors are being encouraged to put a challenging question in our lead meetings, as in where you can see spirituality in your lesson planning. So, this would be relevant to the children as well, school could have an assembly where they talked about their personal experiences, but also about where they see spirituality in the lessons they are teaching.</p> <p>Governor ? There was a lot of tangibles in the Ofsted report about the ethos and the friendliness and the kindness and the community of the children ; this was all evidence for that approach.</p> <p>LT: Karen Thomson was coming into school to talk to children about the Devon and Torbay Civic award.</p> <p>Ethos group</p> <p>LT: The visit Ethos Group of this school year was on 05.10.23 – evaluating spirituality across the school was</p>

	<p>one of the key areas.</p> <p>SIAMS</p> <p>LT: Do Governors feel comfortable with being able to explain the school vision as a Governing Board?</p> <p>Governor ? When you have had agenda items at FGB meetings and explained the curriculum and what we do that has been really useful. Having said that a power point sent out (dummies guide) would be helpful for those highlights we can pick up when the inspection happens.</p> <p>KS: Tatti was very strong about Governors challenging when they meet with their subject lead on how our vision and ethos runs through their curriculum subject and how it supports it/curriculum distinctiveness</p> <p>ACTION POINT: LT to send a power point to Governors.</p>
10	<p>Receive School Business Manager's report .</p> <p>Receive budget report</p> <p>AV's report was emailed to Governors prior to the meeting, no questions were received.</p> <p>Governor ? Re the cost of electricity had the school thought about solar panels.</p> <p>AV: yes, they were extremely expensive, and it would not stop the bills, it would just reduce them by a percentage , but it would take a very long time for the schools to get its money back. Some of the roofs were old and would not take the weight of solar panels or were facing in the wrong direction.</p> <p>Governor ? Re school transport for swimming .</p> <p>RM: companies were too expensive</p> <p>Action Point: Next FGB Data and Finance towards the beginning of the agenda.</p>
11	<p>Health and Safety update</p> <p>GW: Did a walk around a few weeks ago - report will come to the next Governors meeting There were no major issues identified except for a dust cover in place on a smoke detector, possibly left by a contractor. There was no big surprises and exceptionally good housekeeping of corridors with school and bags.</p> <p>ACTION POINT: Health and Safety update report.</p>
12	<p>Policies:</p> <p>PP Policy Attendance Policy (annual) Safeguarding Policy (annual) Governor Expenses Policy (annual) Educational Trips Policy (annual)</p> <p>Governor ? Attendance policy what times does register close (says 9.30 in the policy).</p> <p>Action Point: RM to confirm what time registration closes.</p> <p>Decision: Governors approved and reviewed the above policies.</p> <p>Action Point: Teaching, learning and assessment policy and behaviour policy – Approved at next FGB</p>

13	Chairs Other Business Date of Next Meeting 14th November 2022
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ACTIONS POINTS CARRIED FORWARD TO NEXT MEETING

1. Governors to complete safeguarding training update
 2. LL to update Lead Governor role document and email to all Governors.
 3. LL to update the Action plan and email to all governors.
 4. Data and Pupil Performance Carried Forward to the next meeting.
 5. LT to send a power point to Governors.
 6. Next FGB Data and Finance towards the beginning of the agenda.
 7. Health and Safety update report.
 8. RM to confirm what time registration closes.
 9. Teaching, learning and assessment policy and behaviour policy – Approved at next FGB
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